



Sutton Coldfield Grammar School for Girls

Application Pack for Senior Science Technician

Start date: **June 2022**

Closing date for applications: **9.30 am on Friday 20th May 2022**

Interviews to be held: **Tuesday 24th May 2022**

Permanent Post, 37.5 hours/week, term-time only

8.00am - 4.00 pm, Monday to Friday

Full time equivalent salary range: £22,571 – £25,927

Actual salary range: £20,275 - £23,837

(dependent on skills and experience)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in this post. Following the impending retirement of our Senior Science Technician after an incredible 28 years' service to Sutton Girls, we are looking for a supportive, flexible and skilled science technician to support our science departments and lead our science technician team. The post will be 37.5 hours per week, term-time only.

Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Each individual student will be encouraged to be aspirational, prepared for their future and inspired to make a difference. We strive for this through providing consistently high-quality teaching which focuses on learning and furthering understanding. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses. Students are encouraged to develop their character strengths, embrace challenges, apply their knowledge, and build their resilience and independence.

There is strong pastoral support and, alongside the individual care given to students, there is an increasing focus on character and a proactive approach to wellbeing. Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and PSHE programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DoF, STEM, various student led clubs and many residential trips, including CERN, World Challenge visits to Africa and China and ski trips to Italy.

Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1100 students in the school, including 330 students in our Sixth Form. We continue to be oversubscribed at Year 7 with six form entry throughout Years 7 to 11; many students also choose to join the school in Year 12. We are fortunate to have great facilities which are well-maintained; these include recently refurbished science laboratories, new classroom block and multi-purpose social space, sports hall and library.

These are interesting times for the school; we have fantastic results (August 2021: 84% of GCSE grades were 7-9 and 56% were grades 8/9, at A-level 88% of grades were A*/B and 61% A*/A) and we continue to reflect on ways we can improve and support students to make further progress. We are embedding a culture of development across the whole staff; there is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form the majority of staff meetings and these are led by a variety of colleagues, this year we have a group of teachers trained as pedagogical coaches, we are developing peer observations, departmental work sampling and assessment as we continue to refine our current practice. We continue putting growth mindset strategies and Character Development into our day to day activities and look for ways to maintain and develop staff and student well-being whether students are in school or learning from home.

This link (<https://www.suttcold.bham.sch.uk/newsletters>) to our most recent newsletter to give you a flavour of what has been happening in school; previous editions describe the School in more normal times. Having joined the school in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues. The strength of the Sutton Girls community has been evident in the way we are communicating and supporting each other through these very unusual times.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Job Description

Responsible to: Head of Department

Job Purpose

To support teaching staff in the development and education of students through the provision of specialist technical skills and knowledge at an advanced level across the science disciplines.

To support teaching staff in the development and education of students by managing the technician service and technical resources for the science departments with line management responsibility for the laboratory technician team.

Duties and Responsibilities

- Act as Lead for whole school in the science technical area. Share expertise and skill with others, advising teaching staff with regards to technical requirements of the curriculum.
- Take responsibility for the day-to-day management and development of technicians within the science department.
- Apply specialist technical skills to meet the educational needs of learners and assist in the development and monitoring of technical processes to support the implementation of the curriculum.
- Ensure physical resources are managed cost effectively in consultation with the Heads of the Biology, Chemistry and Physics departments.
- Determine, implement and monitor health and safety risk control measures within statutory guidelines.
- Carry out stock takes, ensuring the appropriate stock levels of apparatus and material are maintained and stock records kept up to date.
- Manage the PAT testing of equipment.
- Supervise classes occasionally during the short-term absence of teachers.
- Undertake duties described in the Technician job description, as appropriate including:
 - Preparing apparatus, materials and solutions, checking equipment, setting up and carrying out demonstrations where necessary;
 - Taking responsible care for health and safety of self and others who may be affected by your activities and having a good understanding of CLEAPSS and COSHH.
 - Ensuring the maintenance of a safe working environment: retrieving, counting, clearing away and cleaning apparatus/equipment before and after use by classes.
 - Cooperating with teaching staff in the development of apparatus and equipment for use in practical activities.
 - Carrying out chemical storage checks and organising the disposal of waste laboratory materials, in accordance with health and safety legislation.
 - Organising the maintenance and repair of apparatus and equipment, maintaining up to date record keeping.

General

- Promote the agreed vision, aims of the school, and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



Person Specification

Experience	• Ability to prepare all levels of Chemistry, Biology and Physics practicals following COSHH regulations. • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools. • Ability to use Microsoft office and other ICT applications confidently. • Experience of working in a school environment desirable but not essential.
Skills and Abilities	• Ability to work effectively and supportively as a member of the school team, and make a proactive contribution to the effectiveness of the science departments. • Ability to undertake a range of practical tasks. • Excellent planning and organisation skills with the ability to remain calm under pressure and meet deadlines. • Evidence of a creative approach to supporting students and staff and an ability to resolve problems independently. • Effective interpersonal skills and the ability to communicate clearly with students and staff. • Ability to develop and maintain efficient record keeping systems. • Personal integrity, honesty and sound judgement. • Ability to lead and develop a team of science technicians.
Qualifications and Knowledge	• A good standard of general education, including GCSEs at Grade C (or equivalent) in Maths, English and one Science subject. • A sound understanding of the principles of confidentiality, safeguarding and child protection.
Training	• Willingness to participate in further training and development opportunities offered by Sutton Coldfield Grammar School for Girls.



Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a member of support staff you can expect:

- The initial support of a Buddy;
- Full access to the induction programme;
- The support of your line manager;
- Guidance for career development through appraisal and professional development;
- To be kept informed of issues relating to your job;
- An annual review of your overall performance.

As a member of support staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures;
- Observe a smart, business-like code of dress;
- Follow the school rules and codes of practice; including the staff code of conduct;
- Ensure that students observe the rules and codes of practice;
- Ensure your public attitude and behaviour gives positive messages to those around you;
- Provide effective support for your colleagues;
- Promote positive behaviour;
- Develop and promote positive relationships;
- Support the development and effectiveness of work teams;
- Be aware of the aims of the school and the areas being developed in the current School Development Plan;
- Reflect on and develop your own practice.

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.

How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Please email **recruitment@suttcold.bham.sch.uk** and a member of our HR team will contact you. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview.

Completed applications should be emailed to recruitment@suttcold.bham.sch.uk

Deadline for Applications: 9.30 am on Friday 20th May 2022.

Interviews will be held on Tuesday 24th May 2022. Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo Enhanced Disclosure clearance from the Disclosure Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline;
- any relevant issues arising from references;
- any gaps in time not covered by details in the application form.

Please refer to our policy statement on the recruitment of ex-offenders.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Miss Claire Flannery.

If this person is not available please contact

Deputy DSL/SPOC: Mrs Sam Hart
Mrs Lisa Neal
Mr Mark Charles
Miss Elaine Wilcox

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate. Please follow this [link](#) for access to the School's Child Protection and Safeguarding Policy

